

County of Yellowstone

Class Specification

Class Title	Detention Officer
Class Code Number	5090
Administrative Service Category	Classified Service
Adopted	<INSERT>

General Statement of Duties

Supervises the custody and activities of prisoners in the County's detention facility; does related work as required.

Distinguishing Features of the Class

This is responsible law enforcement work in performing a variety of duties to control and supervise the activities of persons incarcerated in the County's detention facility. The work is performed under the general direction and supervision of the Detention Sergeant but some leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Detention Commander, Assistant Detention Commander, Sergeants, other law enforcement and emergency response personnel, inmates and the general public. Because the work is performed in close proximity with persons convicted of felony offenses, the work involves an element of personal danger.

Examples of Essential Work (Illustrative Only)

- Supervises and controls the custody and activities of inmates of the County's detention facility by enforcing facility rules and regulations, maintaining order and discipline and monitoring and controlling activities within assigned areas of the facility;
- Supervises and performs intake of prisoners to assure implementation of regulations concerning fingerprinting, mug photography, hygiene, and allocated clothing;
- Ensures prisoners are properly classified for assimilation into detention facility and population;
- Monitors and regulates recreational, educational, hygienic, nourishment and social activities to maintain control of individual prisoners and the general inmate population;
- Provides escort for new and existing prisoners to and from the booking area, recreation facilities, library, computer center, nurses station, court rooms and meeting and interrogation areas;
- Escorts facility visitors such as attorneys, ministers, social workers, medical specialists, and law enforcement personnel into and out of the detention facility;
- Conducts surveillance, inventories tools, equipment, and eating utensils and searches prisoners, personal property, cells, bedding, garbage, common areas and all structural areas of the facility

- to confiscate unapproved items, contraband and weapons;
- Conducts prisoner inventory and patrols and monitors cells, common areas and the secure perimeter to mitigate and prevents prisoner escapes;
- Initiates disciplinary actions against prisoners for facility violations and reports infractions of rules and laws;
- Controls fights and disruptions, restores order and mediates inmate disputes;
- Provides supportive interaction to the prisoners to help mitigate anxiety and the effects of social, economic, and chemical dependency disruptions;
- Performs basic first aid and/or CPR on sick and injured prisoners;
- Attends meetings, conferences and workshops as requested and authorized;
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of detention facility operation, principles and practices;
- Thorough knowledge of human behavior and modification techniques;
- Thorough knowledge of self defense techniques;
- Good knowledge of supervising and directing the work of others;
- Good knowledge of law enforcement methods, principles and practices;
- Good knowledge of standard first aid and CPR;
- Skill in terminating fights and other physical disruptions;
- Ability to conduct searches of prisoners, personal property and buildings;
- Ability to communicate well with the Detention Commander, Assistant Detention Commander, Sergeants, other law enforcement and emergency response personnel, inmates and the facility visitors, both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with other County employees, supervisory personnel, inmates and facility visitors;
- Ability to prepare accurate and reliable reports containing findings, recommendations, inmate population inventories and disciplinary actions;
- Ability to operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of detention and prisoner control tasks with accuracy and speed under the pressure of time-sensitive deadlines and in an atmosphere of personal danger;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from a high school; and
- Some experience in the control of individuals in a secured or organized environment; or
- Any equivalent combination of experience and training which provides the knowledges, skills and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the Detention Commander, Assistant Detention Commander, Sergeants, other law enforcement and emergency response personnel, inmates and facility visitors;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to monitor video screens, conduct searches, monitor prisoner activities and use general office equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate electronic control systems, perform self defense tactics and use general office equipment;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to escort prisoners, enter cells and confined spaces to conduct searches and control belligerent or hostile individuals.

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